

How to apply

KEYPASS IN DIGITAL ID™

- 1 Download the Digital ID™ App from the Google Play Store or from the App Store.
- 2 Set up your Digital ID™ with your identity documents and a selfie.
- 3 For Android users, activate your Keypass in Digital ID™ and for Apple users, visit your participating Post Office with a photo ID to verify your photo.

KEYPASS ID CARD

- 1 Complete the form attached to the brochure.
- 2 Choose your ID documents (listed in Section 4). Ensure you have originals.
- 3 If the residential address on your identity document doesn't match the one on your Keypass form, you'll need a Category D document as well.
- 4 For a change of name, choose a Category E document to submit with your application.
- 5 Visit your participating Post Office with your completed application form, original ID documents and payment for a Keypass card.

Your Keypass ID card will then be sent to you by your preferred delivery choice. Additional charges apply for Express Post or Same Day Service.

Things to remember when applying for a Keypass ID card

- ✓ Be sure to provide at least one form of photo ID (from Proof of Identity Table Section B).
- ✓ If your current residential address on your application form isn't shown on your ID documents, you can choose one document from Category D.
- ✓ If one or more identity documents do not match the name on your application form, you must choose one document from Category E.

Visit auspost.com.au/Keypass for the latest information.

- ¹ To apply for a Keypass, you must be at least 17 years and 11 months. If your application is successful, Australia Post will forward you your card on your 18th birthday. Please ensure you provide sufficient time for delivery choice.
- ² Enterprise and government departments determine their proof of identity requirements acceptable for their services, this may change from time to time and can impact Keypass acceptance.
- ³ At the time of print, Keypass in Digital ID™ is accepted as proof of age to enter participating licensed venues and to purchase alcohol in all states and territories, except WA (and excluding takeaway alcohol in NT) Please visit digitalid.com/personal for the latest information.
- ⁴ The Express Post service is available to customers who apply for a new, change or replacement Keypass identity card - additional fees apply. Keypass ID card will be sent by Express Post once the application is approved. Next business day delivery is only available within the Express Post next business day delivery network. Visit auspost.com.au/expresspostnetwork for more details.

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Keypass ID Card Application Form

ID to prove your age and identity

Need an ID card?

A Keypass ID card is a valid proof of age and identity card (for 18+) that can be used across Australia.²

It is accepted for a variety of life ID moments such as:

- ✓ Entry to licensed venues and purchase of alcohol.³
- ✓ Proving your identity for renting a property, applying for a job or acceptance into university.
- ✓ Buying a mobile or other telecommunication service or parcel/courier pick up.
- ✓ Identifying yourself for airport or hotel check ins or childcare pick up.
- ✓ Photo ID for pharmacy prescriptions, hospitals or medical clinics.
- ✓ ID checklist for getting a driver licence (VIC, WA and NT).
- ✓ Photo ID checklist for courses (Hospitality, Construction Induction Photo Card etc).
- ✓ ID checklist for Australia Post National Police Check, Maritime Security Identification Card, and Aviation Security Identity Card applications.
- ✓ Public housing (QLD).
- ✓ Valid Photo ID for Australia Post Mail Redirection.
- ✓ Valid ID for participating Superannuation Funds Services.

Visit auspost.com.au/Keypass for the full list.

Keypass ID card pricing

Request Type	Concession Price*	Full Price
New Card		
Replacement card <ul style="list-style-type: none">• Change of address• Change of name• Lost card• Expired card	\$29.95	\$39.95
Card Delivery Options		
Regular Post	Free	Free
Same Day Service Available only at Footscray and Flinders Lane Post Offices in Melbourne	\$10.00	\$10.00
Express Post ⁴	\$10.00	\$10.00

For Northern Territory residents permanently living in the NT.

* Concession pricing relates to holders of eligible Australian Government concession cards and includes a State Government Seniors Concession Card, Pensioner Concession Card, Department of Veterans Affairs (DVA) Health Card, Healthcare Card and more - refer to auspost.com.au/Keypass for a full list

Need your Keypass ID card fast?

We have delivery options to choose from, including;

- ✓ Next business day via Express Post for an additional charge.⁴
- ✓ Same Day Collection Service
Submit by 12pm and pick up at 4:30pm same day (Monday to Friday).
Available at Footscray Post Shop, 182 Barkly Street and Flinders Lane Post Shop in Melbourne for an additional fee.

What do I do if I lose my Keypass ID card?

Download a lost card form at auspost.com.au/Keypass or contact the Australia Post Keypass team on **1300 304 614** (Monday to Friday 8:30am to 5pm).

Keypass in Digital iD™

Keypass is now available to use on your smartphone. Download the Digital iD™ App and activate Keypass to prove you're over 18 when entering licensed venues and purchasing alcohol.³



Keypass in Digital iD™

Adding your Keypass to Digital iD™.
Visit DigitaliD.com to get started.

Keypass Application Form



*1030 E

Please ensure you take your nominated original identity documents (including one with a photo) and your application form to a participating Post Office. To be eligible for a concession price, please present an approved government concession card.

Check the Australia Post website at auspost.com.au/pol to find your nearest participating Post Office or learn more about Keypass at auspost.com.au/Keypass.

Australia Post offers Keypass in Digital iD™ via your smartphone.

Complete the form using black ink and by placing an 'X' in selection boxes where required.

Section 1. Personal details

Given name(s) Middle initial(s)

Family name/surname

Residential address (exclude PO boxes)

Unit number

Street number

Street name

Suburb

State

Postcode

Gender

Date of birth (DDMMYYYY)

Contact number

Gender	Age	Marital Status	Religion	Education	Occupation	Income	Health	Smoking	Alcohol	Exercise	Stress	Sleep	Diet	Weight	Blood Pressure	Cholesterol	Sugar	Heart Disease	Stroke	Cancer	Depression	Anxiety	Mental Health	Substance Use	Overall Health
Male	25	Single	Hindu	High School	Software Engineer	\$75,000	Good	Yes	Yes	Yes	High	7-8 hours	Vegetarian	180 lbs	120/80	200 mg	100 mg	No	No	No	No	No	No	Good	
Female	35	Married	Muslim	College	Teacher	\$45,000	Fair	No	No	No	Medium	8-9 hours	Non-Vegetarian	150 lbs	110/70	150 mg	50 mg	No	No	No	No	No	Good		
Other	45	Divorced	Buddhist	University	Consultant	\$90,000	Excellent	No	No	Yes	Low	9-10 hours	Vegan	160 lbs	100/60	100 mg	20 mg	No	No	No	No	No	Excellent		

Email address

Are you a concession card holder? (entitles the applicant to a Keypass concession price)

No ▶ Continue with this request

Yes ► Card Number

Accepted Government issued cards included:

- Pensioners Concession Card
- Commonwealth Seniors Health Card
- State Government Issued Seniors Card
- Department of Veteran Affairs (DVA) Health Card (Gold / White / Orange)
- Low Income Healthcare Card
- Healthcare Card
- Foster Child Healthcare Card
- Ex Carer Allowance (Child) Healthcare Card

Section 2. Application request type

A. New card request 18 years+ (Minimum age: 17 years and 11 months to apply)

- Please refer to the identification table in section 4, choose three forms of identity consisting of:
 1. One document x category A and
 2. One document x category B and
 3. One document x category B or category C
- You must have one photo identification
- If your current residential address is not shown on your identification documents, choose one x category D in addition to the three documents above.
- If one or more identity documents do not match the name on the application, choose one x category E in addition to the three documents above.

B. Change of name and / or residential address request

Was your existing Keypass card issued prior to 2 October 2017?

No ▶ Continue with this request

Yes ► For a Keypass issued prior to 2 October 2017, please apply for a new Keypass.

- For Change of name - Refer to the identification table list, choose one X category E
- For Change of residential address - Refer to the identification table list, choose one X category D
- Please hand in your existing Keypass card with your Keypass application.

C. Expired card

- If your Keypass card was issued prior to 2 October 2017, please note that the identification requirements for Keypass have now changed to a higher identity level. Please submit a 'new Keypass request' (see section 2A)
- For Keypass cards issued 2 October 2017 onwards, please ensure you take your existing Keypass Card and this completed application form to the Post Office.

Application form - double sided
Please turn page over



Section 3. Delivery

Delivery format	<input type="checkbox"/> Regular Post
	<input type="checkbox"/> Express Post - additional fee applies#
	<input type="checkbox"/> Same Day Service (Melbourne only)* - additional fee applies

Cards will be sent by Express Post or Same Day Service once the application has been approved. Next business day delivery is only available within the Express Post next business day delivery network. For more information visit auspost.com.au/expresspostnetwork. The national next business day delivery network operates between capital cities (excluding Darwin), and for Perth between CBDs only) and some major centres.

* Same Day Service is only available at Footscray Post Shop;182 Barkly Street and Flinders Lane Post Shop in Melbourne (applies to business days only)

Section 4: Identification table

Choose your identification based on the instructions from your selected application type in Section 2: Application request type.

Note: • All documents must be current and originals unless specified otherwise. If a document is not in English, please provide a translation, this must be completed by a NAATI accredited translator*

- In most cases, you cannot choose the same document for separate categories. Exceptions are:
- Ability to choose Imnicard in category A and Imnicard in category B
- Ability to choose Australian Visa in category A and International Passport (Foreign) in category B
- For an Australian Visa, please ensure you bring your Foreign Passport to the Post Office
- **One identity document must have your proof of address**, otherwise select an identity document from category D.

Category A - Mandatory: Cross 'X' one option

<input type="checkbox"/> Australian Birth Certificate (not an extract)	<input type="checkbox"/> Australian Passport (up to two years expired)	<input type="checkbox"/> Imnicard
<input type="checkbox"/> Australian Visa (must be accompanied by current International Passport)	<input type="checkbox"/> Australian Citizenship Certificate	<input type="checkbox"/> Foreign Passport (if not in English, with a translation by a NAATI accredited translator)

Category B - Mandatory: Cross 'X' one option

<input type="checkbox"/> Student Identification Card with a photo (issued by an Australian University, Australian TAFE or Secondary School)	<input type="checkbox"/> Aviation Security Identification Card	<input type="checkbox"/> Larrakia National Identity Card
<input type="checkbox"/> Foreign Passport	<input type="checkbox"/> Consular Photo Identity Card (issued by Department of Foreign Affairs)	<input type="checkbox"/> Maritime Security Identification Card
<input type="checkbox"/> Australian Passport	<input type="checkbox"/> East Arnhem Regional Council Identity Card	<input type="checkbox"/> Police Force Officer Photo Identity Card
<input type="checkbox"/> Australian Defence Force Photo Identity Card	<input type="checkbox"/> Firearms Licence	<input type="checkbox"/> Prison Certificate release (with ID Photo)
<input type="checkbox"/> Australian Driver Licence	<input type="checkbox"/> High Risk Work Licence (issued by Australian State /Territory WorkSafe or SafeWork)	<input type="checkbox"/> Proof of Age Card (Australian Government issued)
<input type="checkbox"/> Australian Learner Permit		<input type="checkbox"/> Tangentyere Council Identity Card
		<input type="checkbox"/> Working with Children Check Card

Category C - Cross 'X' one option from Category C or an additional option from category B above

<input type="checkbox"/> Government Benefit – Centrelink Card	<input type="checkbox"/> Commonwealth or State Government Photo Identity Card	<input type="checkbox"/> Identity Document Issued by Department of Foreign Affairs & Trade
<input type="checkbox"/> Debit / Credit or Savings Card	<input type="checkbox"/> Construction Induction Card	<input type="checkbox"/> Security Guard (Crowd Control) Photo Licence
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Foreign Birth Certificate*	<input type="checkbox"/> Student Identification Card with a photo (issued by an Australian University, Australian TAFE or Secondary School)
<input type="checkbox"/> Australian Birth Certificate (not an extract)	<input type="checkbox"/> Foreign Driver Licence*	
<input type="checkbox"/> Australian Electoral Role Card		
<input type="checkbox"/> Australian National Tenancy / Rental Agreement	<input type="checkbox"/> Government Benefit - Department of Veteran Affairs Card	<input type="checkbox"/> Tax Assessment Statement Notice
<input type="checkbox"/> Certified Australian University Academic Transcript	<input type="checkbox"/> Certificate of Identity issued by Department of Foreign Affairs & Trade	<input type="checkbox"/> United Nations Travel Document Issued by Department of Foreign Affairs & Trade

Category D - Cross 'X' one option if your current address is not shown on any of your identity documents

<input type="checkbox"/> Australian Driver Licence	<input type="checkbox"/> Electoral Enrolment Card	<input type="checkbox"/> Rental Agreement (less than 12 months old)
<input type="checkbox"/> Australian Learner Permit	<input type="checkbox"/> Letter from an Australian Government University Institution	<input type="checkbox"/> Telecommunications Bill (no older than 12 months)
<input type="checkbox"/> Bank Statement or Proof of Balance (less than 6 months old)	<input type="checkbox"/> Motor Vehicle Registration (not older than 12 months)	<input type="checkbox"/> Utility Notice (no older than 3 months)
<input type="checkbox"/> Council Rates Notice (no older than 12 months)		

Category E – Cross 'X' one option if your application name differs from the name on your identity documents

<input type="checkbox"/> Change of Name Certificate	<input type="checkbox"/> Marriage Certificate (Australian)
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